



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOAN ADMINISTRATION OFFICER	37	B	7.174

#### DEFINITION OF CLASS:

Under general direction, administers a single and multi-unit housing program within the Department of Commerce.

#### DISTINGUISHING CHARACTERISTICS:

This class is not part of a series. An incumbent in this classification reports to the Deputy Administrator of the Housing Division and may be responsible for supervising one or more Loan Officers.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Administers a single or multi-unit housing program by planning, coordinating and directing its implementation; assessing program weaknesses and making recommendations for improvements; and developing office controls and processing systems for the efficient and effective flow of work and funds.

Supervises and reviews the performance of Loan Officers in processing applications. Supervision includes selection, training, motivation, work assignment and review and discipline.

Assists in the development of annual plan including determining housing priorities and providing procedures and programs for Division to implement based upon information gathered and analyzed.

Reviews and evaluates applications and supporting documentation, determines eligibility and makes recommendations for approval or denial. Notifies applicant of determination.

Conducts training workshops on project compliance and the completion of required documentation.

Conducts and/or directs staff in analyzing and underwriting applications and approves mortgage loans to ensure the loan meets all requirements and is eligible for resale.

Manages portfolio to ensure its compliance with program, federal and state requirements, rules and regulations. Monitors delinquency levels to ensure bond ratings on new issues are not jeopardized.

**EXAMPLES OF WORK: (Cont.)**

Reviews reports, income verifications, tenant certifications and conducts on-site physical inspections to determine physical condition of the project and compliance with regulations. Notifies project owners of non-compliance and monitors its resolution.

Reviews and analyzes all budgets and expense and financial statements on existing projects for compliance and potential defaults of loans and agreements.

Monitors servicer activities, researches problems and develop, implement and monitor course of corrective action to ensure compliance with all federal and state requirements and regulations.

Monitors federal and state legislation and regulatory processes regarding issues pertinent to multi-unit housing projects. Makes recommendations for necessary program changes.

Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**            (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of supervisory techniques including selection, training, motivation, work assignment and review and discipline. Knowledge of rules, regulations and policies as they pertain to delinquency requirements and procedures. Thorough knowledge of mortgage and real estate transactions as they apply to the purpose of loans by the Housing Division from various lending institutions.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**            (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of mortgage credit analysis as it pertains to multi-unit and single family loan packages. Knowledge of HUD, FHA, insured, VA guaranteed, private insurance and Housing Division rules and regulations pertaining to multi-unit family housing packages. Knowledge of financial statements sufficient to analyze and determine project feasibility.

Skill in written English sufficient to compose reports and business correspondence.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited college or university in business administration, finance, accounting or related area and three or more years of previous, progressively responsible financial experience including mortgage lending or loan administration; OR

II

Graduation from high school and seven or more years of previous, progressively responsible financial experience including mortgage lending or loan administration; OR

III

An equivalent combination of education and experience.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.174</u>
REVISED:	04/19/77
REVISED:	07/20/78-3
REVISED:	08/26/83R
	01/24/84PC
REVISED:	07/01/93P
	09/24/92PC